

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
NATIONAL INSTITUTES OF HEALTH
NATIONAL CANCER INSTITUTE
NCI DIRECTOR'S CONSUMER LIAISON GROUP**

**MEMBER APPLICATION
2006**

ALL APPLICATIONS MUST BE POSTMARKED BY FRIDAY, MARCH 31, 2006

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I. Background

The National Cancer Institute (NCI) formed the NCI [Director's Consumer Liaison Group](#) (DCLG) in 1998 to advise and make recommendations to the NCI Director, from the perspective and viewpoint of cancer consumer advocates, on a wide variety of issues, programs, and research priorities. The DCLG is a 15-member chartered federal advisory committee that works with NCI to ensure that those who experience the burden of cancer also help to shape the course of the NCI's research efforts to eradicate it. The DCLG gives cancer advocates a channel to voice their views and concerns.

Structure and Responsibilities

This year, 5 members rotate off the DCLG and 5 new members begin their 4-year terms on or about July 1. Given that the DCLG is chartered under the [Federal Advisory Committee Act](#), DCLG members *must abide by and comply with all related regulations, including, but not limited to, standards of ethical conduct and conflict-of-interest rules.*

Members must be committed to participate fully in all activities of the DCLG, including at least two meetings per year in the Washington, DC, area, conference calls, and working group activities. NCI will cover travel, lodging, and per diem expenses associated with attending DCLG meetings in accord with federal travel regulations. Meetings in the Washington, DC area for 2006, 2007, and 2008 are tentatively planned for:

- Wednesday, March 29, and Thursday, March 30, 2006
- Monday, June 19, and Tuesday, June 20, 2006: "Listening and Learning Together: Building a Bridge of Trust" Summit Meeting
- Wednesday, October 25, and Thursday, October 26, 2006
- Thursday, March 29, and Friday, March 30, 2007
- Wednesday, October 24, and Thursday, October 25, 2007
- Thursday, March 27, and Friday, March 28, 2008
- Tuesday, October 28, and Wednesday, October 29, 2008

DCLG members review and analyze background materials prior to each meeting. In addition, the group prepares reports and makes written recommendations to the NCI Director based on the results of their meetings. Individual members participate in working groups and might be required to prepare reports and other materials in support of these groups.

Characteristics of the DCLG

The NCI seeks to maintain a balanced DCLG membership that reflects the breadth and diversity of the cancer advocacy community with respect to:

- Cancer type
- Expertise

- Advocacy organizations
- Geographical area
- Race and Ethnicity
- Gender
- Age

Eligibility Criteria

In order to be eligible for the DCLG, an applicant must meet the two criteria below. The applicant must:

- Demonstrate involvement in the cancer experience as a cancer survivor, a caregiver to someone who has cancer, or a professional or volunteer who works with cancer survivors, patients, or caregivers.
- Have a constituency with which s/he regularly communicates on cancer issues and with which s/he is able to serve as a conduit for information, both to and from NCI.

Selection Process

Applicants who meet the eligibility requirements will be evaluated according to the qualities described below.

Selection Criteria for DCLG Members

Applicants who meet the minimum eligibility requirements will be assessed further based on the following qualities:

- Cancer advocacy experience.
- Possession of strong leadership, communications, and collaboration skills.
- Ability to represent/advise on broad, crosscutting cancer issues.
- Ability to facilitate dialogue between NCI and the Cancer Advocacy Community.

Reviewers who are familiar with the responsibilities of the DCLG will assess each application. During the selection process, you might be contacted for additional information. The NCI Director will make the final selection of candidates with the goal of creating a DCLG that reflects the breadth and diversity of all persons affected by cancer. If you are selected to serve as a member of the DCLG, you will be notified by the end of June 2006.

II. General Application Instructions

Application

Complete each part of the DCLG Application Package:

- a. Essential Applicant Information (no longer than 2 pages).
- b. Personal Statement (no longer than 3–4 pages).
- c. Two Letters of Reference.
- d. A Statement of Assurance (no longer than 1 page).

Your completed application package must be postmarked by Friday, March 31, 2006.

You will be notified when your application package arrives. If your application package is incomplete, we will ask you for the missing items and specify a deadline for receiving them.

Mail your completed application package, which should include the essential applicant information, personal statement, two letters of reference, and statement of assurance to:

Palladian Partners, Inc.
Attn: DCLG 2006 Selection Process
1010 Wayne Avenue, Suite 1200
Silver Spring, MD 20910
Phone: (301) 650-8660; Fax: (301) 650-8676

III. 2006 Application Package Information

The DCLG application consists of four main sections that must be completed:

- a. Essential Applicant Information (no longer than 2 pages).
- b. Personal Statement (no longer than 3–4 pages).
- c. Two Letters of Reference.
- d. A Statement of Assurance (no longer than 1 page).

A. Essential Applicant Information

Essential applicant information should be no longer than 2 typed pages. Please provide the following information (see sample on page 8):

1. Contact Information
 - a. Name
 - b. Mailing address (no post office boxes) including street, city, state, and zip code
 - c. Home phone and fax numbers
 - d. Work phone and fax numbers
 - e. E-mail address

- f. Occupation
2. Demographic Information
- a. Gender: Male or Female.
 - b. Indicate whether you are (1) a cancer survivor (optional: cancer site/type), (2) a caregiver, or (3) a professional/volunteer who works with cancer survivors or caregivers.
 - c. Race (optional): American Indian or Alaska Native; Asian American, Native Hawaiian or Other Pacific Islander; Black or African American; or White or Other.
 - d. Ethnicity (optional): Hispanic or Latino/a, not Hispanic or Latino/a.
 - e. Date of birth (optional) including month, day, and year.
 - f. Highest academic degree and area of concentration
3. Cancer Advocacy Experience
- Describe how many years, and in what capacity, you have served or worked as a cancer advocate.
 - Please highlight leadership roles and give specific examples of outstanding accomplishments or contributions associated with your involvement with a cancer advocacy organization.
 - Also briefly describe the nature of your cancer experience (as a survivor, patient, caregiver, volunteer, or health care professional working in a cancer-related field).
 - Please indicate whether your advocacy activities have been performed as a volunteer or as a paid staff member.
4. Group/Constituency
- Please identify your primary cancer group or constituency. We define constituency as a formal or informal group with whom you communicate regularly about cancer issues. Examples include local, regional, or national cancer advocacy organizations, or local support groups.
- Briefly describe the following:
- Type(s) of cancer represented.
 - Demographic characteristics (for example, ethnic or racial group, adults or children, men or women).
 - The approximate number of people in your group/organization.
 - The percentage of members who are medically underserved.
 - The goal or mission of your group.

B. Personal Statement for the DCLG

NCI has identified a set of qualities that DCLG members should have in order for the advisory committee to be effective and productive. Your personal statement should illustrate how you possess each of these qualities (listed below). (Please note, providing examples that show how you have applied these qualities is encouraged.)

Please also explain why you are interested in serving on the DCLG and your experience as it relates to the qualities described below. The most successful applicants will be sure to address the 4 areas below in their personal statement. Your personal statement should be no longer than 3 to 4 type written pages.

1. Cancer advocacy experience

DCLG members must be experienced cancer advocates. Please discuss how you have been a leader within a cancer advocacy organization and your successful track record of working with other advocates, advocacy groups, and in your community; as well as being influential in their successes and accomplishments. It should be clear to readers that your actions have had an impact in your community.

2. Leadership, communications, and collaboration skills

DCLG members are asked to advise NCI on a variety of cancer research issues that are important to NCI and the cancer advocacy community. Please give examples that demonstrate that you can reach group decisions and communicate those decisions to NCI and other cancer advocates. Specific qualities to be highlighted include:

- Strong leadership skills.
- Excellent communications skills, *including oral and writing skills*.
- Ability to work well with a diverse group of individuals.

Applicants should show examples of prior experience working as part of a board or committee that gives unified recommendations, not individual opinion statements.

3. Ability to represent/advise on broad, crosscutting cancer issues

It is natural that many consumer advocates specialize in one type of cancer or in working with a specific constituency. However, for the DCLG to be an effective, cohesive committee, its members must be able to set aside their specific cancer or constituency and deal with the broad, crosscutting cancer issues that NCI faces. Please discuss experiences in which you had to view cancer issues from multiple perspectives and were able to keep in mind the concerns of others who might draw from a different personal cancer experience. Please give specific examples if you had previous experience working with advocacy organizations (in addition to their primary affiliation) or in partnership with private industry or government.

4. Ability to facilitate dialogue between NCI and the cancer advocacy community

A major focus of the DCLG is working to improve collaboration between NCI and the cancer advocacy community. DCLG members should be able to serve as a conduit for the consumer advocate perspective at NCI and for NCI's perspective in the cancer advocacy community. Please give examples that demonstrate your experience in facilitating true dialogue between parties who have similar goals but might not always have the same opinions on how to reach them. Additionally,

please note if you have had experience collaborating with national organizations (non-profit and/or Federal organizations).

5. Additional information

You are welcome to provide any additional information including skills, accomplishments, and awards that are pertinent to your application to the DCLG.

C. Letters of Reference

Please ask two people who are familiar with your interests, accomplishments, and contributions within the cancer advocacy community to write your letters of reference.

Each letter should:

- Be no longer than two pages.
- Include the writer's contact information.
- Be typed single-spaced with a 12-point font size.
- Be sealed in an envelope with your name on the cover.

Each letter should address your ability to meet the selection criteria, specifically:

- How you have been a leader within a cancer advocacy organization.
- Your successful track record of working with other advocates, advocacy groups, and in your community.
- Your strong leadership skills.
- Your excellent communications skills, *including oral and writing skills*.
- Your ability to work well with a diverse group of individuals.
- Your ability to set aside your specific cancer or constituency in order to deal with the broad, crosscutting cancer issues that NCI faces.
- Your ability to facilitate a true dialogue between parties who have similar goals but who don't always have the same opinions on how to reach these goals.

D. Statement of Assurance

Please provide a signed statement of assurance, which confirms that upon selection you will:

- Participate fully in DCLG activities including face-to-face meetings, work group activities, conference calls, and information gathering in the preparation of DCLG reports and recommendations to the NCI Director.
- Subordinate personal and professional cancer interests to broader, crosscutting matters of importance to NCI.
- Respond to requests from the NCI Director to examine emerging issues in cancer research.

IV. Sample Application Package

Sample Essential Applicant Information

J. Fernandez	Page 1/2
2006 Application for the NCI Director's Consumer Liaison Group	
Contact Information	
Name: John Fernandez	
Mailing Address: 222 East James Street, Waterloo, Iowa, 50701	
Home Phone: 555-123-4567	
Work Phone: 555-123-7654; Work Fax: 555-123-5555	
Email Address: jfernandez@company.com	
Occupation: Teacher	
Demographic Information	
I am male and a cancer survivor (tongue, diagnosed in 1997)	
Ethnicity: Hispanic	
Date of birth: 5/25/1945	
Education: BS, Biology	
Cancer Advocacy Experience	
I have been acting as a cancer advocate for myself and others who are suffering from head and neck cancers since 1998, about a year after I was diagnosed. I am the founder and Director of the Head and Neck Cancer Survivors Network of Iowa. This organization partners with three other local cancer advocacy groups statewide to lobby for improved access to treatment and follow up care for all Iowans affected by cancer. This year I plan on retiring and will be a full time volunteer with the Head and Neck Cancer Survivors Network of Iowa.	
I work at the national level as the Head and Neck representative for the National Cancer Advocacy Partnership (NCAP). I also serve on the NCAP planning committee for the Annual Scientific Breakthrough Conference.	
In this role, I have met and formed relationships with many NCI scientists and researchers; and have become familiar with the NCI grants process. Additionally, I am the spokesperson for the Head and Neck Cancer Survivors Network of Iowa on <i>NCI Listens and Learns</i> , and I subscribe to the <i>NCI Cancer Bulletin</i> .	
Additionally, I am the representative for the state of Iowa in the Mid-West Cancer Collaboration, which meets twice a year in St. Louis, Missouri.	
Group/Constituency	

Sample Personal Statement

J. Fernandez

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To Whom It May Concern:

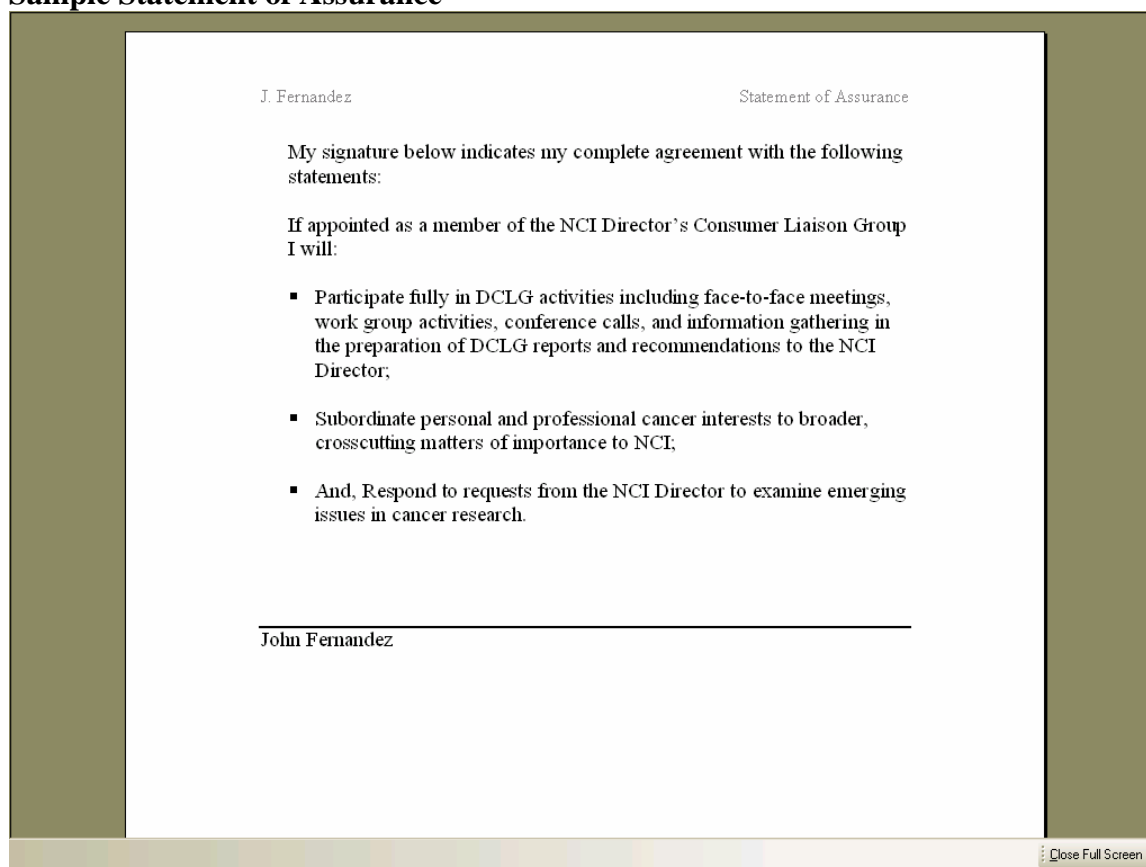
I am writing today to express my sincere interest in becoming a member of the NCI Director's Consumer Liaison Group.

While it was my own diagnosis that initially prompted me to get involved in the greater cancer advocacy community, my involvement has grown beyond head and neck cancers. I recognize that as technology continues to advance we will begin to diagnose and treat cancers at a much smaller level. Tumors will be identified by the cells they contain and that will determine the treatment. Along with that shift will come a shift towards a more general cancer community- away one community with many disease specific interests.

I think that that change will lead to a change in the cancer advocacy community. Advocates need to rally behind common obstacles: access to screening, treatment and follow up care; quality care for all- elimination of cancer health disparities; the many needs of the growing community of cancer survivors. I understand that now is the time to reframe the face of the cancer advocate. As a member of the DCLG I would savor the opportunity to draw from my own experiences and expertise while broadening my view to include the experiences and expertise of those around me, as well as representing those who don't have a seat at the table.

Close Full Screen

Sample Statement of Assurance

A sample form for a Statement of Assurance. The form is titled "Statement of Assurance" in the top right corner. The name "J. Fernandez" is in the top left corner. The text reads: "My signature below indicates my complete agreement with the following statements:" followed by "If appointed as a member of the NCI Director's Consumer Liaison Group I will:". Below this is a bulleted list of three commitments. At the bottom, there is a line for a signature, with "John Fernandez" written below it. A "Close Full Screen" button is in the bottom right corner.

J. Fernandez

Statement of Assurance

My signature below indicates my complete agreement with the following statements:

If appointed as a member of the NCI Director's Consumer Liaison Group I will:

- Participate fully in DCLG activities including face-to-face meetings, work group activities, conference calls, and information gathering in the preparation of DCLG reports and recommendations to the NCI Director;
- Subordinate personal and professional cancer interests to broader, crosscutting matters of importance to NCI;
- And, Respond to requests from the NCI Director to examine emerging issues in cancer research.

John Fernandez

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A complete application will contain:

- **Essential Applicant Information** (see sample, pg. 8).
- **Personal Statement** (see sample, pg. 9).
- **Statement of Assurance** (see sample, above).
- **Two Letters of Reference** (no sample provided).